

USDA, FOREST SERVICE
FRANKLIN COURT HEADQUARTERS

OCCUPANT EMERGENCY PROGRAM

1099 14TH STREET NW
WASHINGTON, DC 20005

NOVEMBER 2002

TABLE OF CONTENTS

INTRODUCTION.....	2
PROGRAM RESPONSIBILITIES.....	2
EMERGENCY CONDITIONS	
THIS PROGRAM COVERS.....	2
EVACUATION PROCEDURES.....	3
DESCRIPTION OF FIRE ALARM SYSTEM.....	4
EMERGENCY TELEPHONE NUMBER.....	5
EMERGENCY OPERATIONS CENTER	
AND RESPONSE TEAMS.....	5
ORGANIZATION AND COORDINATION DUTIES.....	6
MEDICAL/FIRST AID EMERGENCY.....	8
FIRE CONTROL.....	9
PROCEDURES FOR REPORTING A BOMB THREAT.....	9
PHYSICAL SECURITY THREATS FROM OTHER SOURCES.....	11
CIVIL DISTURBANCE.....	13
THEFTS AND ASSAULTS.....	13
OTHER EMERGENCIES.....	14
CIVIL DEFENSE EMERGENCY.....	14
DIRECTORY OF EMERGENCY COORDINATORS.....	14
FRANKLIN COURT MAP.....	17

EMERGENCY TELEPHONE NUMBERS

Agency Security Officer	273-1990
Federal Protective Service	9-708-1111
Police	9-911
Building Manager	9-682-0145
NLRB Emergency Number	273-CALL(273-2255)
FS Emergency Number	690-0869

INTRODUCTION

This booklet comprises the Occupant Emergency Program (OEP) for the Franklin Court Building. If you want additional details about this program or if you have comments suggestions, or questions, please contact the Procurement and Facilities Branch at 260-7586.

The Forest Service believes that nothing in its mission is more important than the safety and security of its employees. This handbook describes the procedures you should follow in an emergency that affects the Franklin Court Building. Please take the time to read this handbook carefully. An emergency or hazardous condition can occur at any time and without warning. Your knowledge of these emergency procedures will ensure that you can calmly and quickly prevent a serious injury or loss of life.

PROGRAM RESPONSIBLES

Under the Code of Federal Regulations (41 CFR 101-20) each Federal agency is required to prepare a comprehensive OEP that must be reviewed and updated at least annually. For this purpose, the Director of Administration is responsible for implementing this program and will ensure that all reasonable measure are taken to conserve the safety and security of all Franklin Court occupants. In addition, the Director is responsible for coordinating the staffing of the various response teams who have the function of assisting during emergency situations.

EMERGENCY CONDITIONS THIS PROGRAM COVERS

- Medical Emergency
- Fire
- Bomb Threat
- Threats from Other Sources
- Civil Disturbance
- Theft and Personal Attacks
- Other Emergencies

EVACUATION PROCEDURES

In the event of a building emergency (i.e., fire, flood, noxious fumes, power failure, or temporary failure of building systems, etc.) that requires temporary closure of the Franklin Court Building employees should follow the emergency procedures below. If there is a government-wide incident that requires a more lengthy closure of the Franklin Court Building, employees will be notified by the Building Occupant Protection Officer. For further guidance on such closures, e.g., early dismissals, employees should refer to the guidance on page 14.

In a non-fire emergency, employees will be notified via the building's Public Address System (PA) to evacuate the building. Although evacuations are generally restricted to the stairwells, employees may use the elevators. The announcement over the PA system will provide this important information to include the accessibility of the garage.

In the event of a fire, the building's fire alarm system will be activated and employees will be directed to evacuate the building via the stairwells **only**. Employees are urged to calmly, but swiftly, WALK to the nearest exit and evacuate the facility. Please do NOT attempt to use the elevators, as the alarms will automatically cause the elevators to descend to the 1st floor and remain out of service. To ensure the safety of all individuals and to avoid impeding egress and emergency response personnel during the fire emergency, employees should proceed to the designated assembly area in Franklin Park (between 13th and 14th Streets, south of K Street, NW, see map of Franklin Court at the end of this document). If it is after normal business hours, there will be no assembly in Franklin Park. Once in Franklin Park, a designated employee will conduct an emergency roll call of the employees in his/her office to ensure that all employees made it safely out of the building. If an employee is not present, Security Branch staff will be notified. Do not return to the building until directed that it is safe to do so or other instructions are provided.

Employees with disabilities, or others who believe for any reason that they will need assistance in evacuating the building, and other conditions that would impede their prompt departure from the facility should report to the nearest north stairwell marked NE or NW. At these locations, emergency coordinators will be available to offer assistance, including carrying the employee down the stairs using a special emergency evacuation chair. Employees who may require such assistance should contact an emergency coordinating staff member to pre-arrange evacuation procedures to accommodate their needs. However, employees in need of assistance may also remain in the north stairwells and have a co-worker report their location to the central guard's desk for evacuation by emergency workers.

It is most important to stress that if you hear the voice alarm, please evacuate the building immediately by way of the closest stairwell exit and proceed out of the building. Never attempt to exit by way of the elevators, or wait for an elevator, as they will be automatically recalled to the lower floor of the facility. Each exit in the building is readily accessible by following the posted directional signs. Employees should familiarize themselves with the configuration of the building and the location of the stairwells and exits.

Never delay your evacuation or that of your co-workers by attempting to verify the necessity for vacating the building. Employees should not call the building management or other staff members in their organization for directions during a fire alarm. This merely ties up telephone lines and may prevent the receipt of calls related to the emergency. Do not assume that the alarm is a test. Alarm tests are announced in advance and each alarm situation, whether a genuine fire, a planned drill, or accidental alarm sounding is a mandate to depart the facility. Please note that the garage facility may not be used during a fire.

DESCRIPTION OF FIRE ALARM SYSTEM

The building fire alarm system is considered state-of-the-art and may be activated automatically or manually by pulling one of the fire alarms at stations located throughout the building. The fire alarm boxes are in the traditional red color and will initiate certain fire alarm/control actions. The system consists of: horns, pre-recorded voice messages, and visual alarms, in the form of flashing strobe lights, which will be heard/seen throughout most of the occupied space of the building, the public areas including the 1st floor, on the concourse level and in stairwells. It should be noted that the system allows for a staged evacuation of the building. If a fire alarm is activated on the 5th floor, voice, strobe lights, and horns will be activated on the 6th, 5th, 4th, 1st and concourse floors. Horns and voice messages will be heard in all stairwells. Further, strobe lights will be activated in all areas on all floors to alert occupants that an alarm is in progress. Only building occupants in the alarmed areas hearing a voice message and seeing the flashing strobe lights will be required to evacuate. Those seeing only the strobe lights should initiate action in preparation for a departure or, begin to evacuate if a disability would deter their prompt evacuation. Additionally, any employee who has concerns about the emergency can vacate the building immediately. In the event of a severe emergency, where smoke or flames are spreading, additional alarms will be automatically initiated in adjacent affected areas to signal those occupants to evacuate. Again, only the occupants hearing the voice message are to begin the staged evacuation. In addition, the building contains a sophisticated ventilation system, which exhausts the air (smoke) from the alarmed areas, ensures that fumes are removed from the stairwells and exit routes, and prevents additional smoke from seeping onto the floors. Stairwells and fire routes are fire rated for a two-hour period to allow for an orderly evacuation.

EMERGENCY TELEPHONE NUMBER 273-CALL (273-2255 OR 690-0869)

In the event of a building emergency during regular business hours that may further delay or prevent occupancy, employees may receive updated information about the Franklin Court Building by calling the Headquarters' emergency telephone number.

A standard message concerning the normal business hours of operation will be heard on this number when there is no emergency. The standard message will be as follows:

"The National Labor Relations Board, located at 1099 14th Street, NW Washington, DC, is open for operation Monday through Friday from 8:30 a.m. until 5:00 p. m."

In case of an emergency, the message will be changed to an appropriate message such as "The National Labor Relations Board is closed on (date) due to (power outage, low water pressure, strike, emergency city condition, etc.) NLRB Headquarters employees are not to report to work. Periodic updates will be recorded."

To hear the message, employees will dial 273-2255 from any touchtone telephone.

When an emergency condition occurs during normal business hours, IP Staff will record an appropriate message, and will also coordinate with the Information Technology Branch regarding posting of a broadcast message to employees as a reminder to call the emergency number for instructions on reporting to work the following day if the emergency condition warrants. If an emergency occurs during non-business hours, an emergency message will be recorded by an authorized agency employee who is routinely notified of building emergencies during non-business hours.

After listening to NLRB's message, call one main number (273-4695) for up to date information pertaining to International Programs. If not clear what to do, follow NLRB's emergency instructions.

EMERGENCY OPERATIONS CENTER AND RESPONSE TEAMS

During an evacuation, an Emergency Operations Center (EOC) will be established at the central guard desk in the lobby area of Franklin Court (first floor). Emergency Coordinators should report to the central guard desk as to which floors are clear and the location of any employees in need of assistance. During a "Remain in the Building" emergency, an EOC will be established in the Director of Administration's Conference Room, Suite 7100.

Remain in the Building- Not every emergency in or near Franklin Court leads to an order to evacuate. Some emergencies, such as a tornado or civil disturbance, may require that the NLRB ask everyone to remain in the building until the situation improves.

Fire Emergency – The following response team members will meet at the central guard desk.

Director of Administration	273-3890
Security Officer	273-1990
Chief, Procurement and Facilities Branch	273-4040
Safety Officer	273-4040
Building Manager	9-682-0145
Building Engineer	9-682-0382
Building Security Officers	9-682-0145

Non-Fire Emergency – The following response team members will meet in the Director of Administration Suite 7100

Director of Administration	273-3890
Chief, Procurement and Facilities Branch	273-4040
Safety Officer	273-4040
Security Officer	273-1990
Building Manager	9-682-0145

Other Important Telephone Numbers

Police	9-911
Ambulance	9-911
Health Unit	273-1760
Federal Protective Service	9-708-1111
Gas Company	9-750-1000
Electric Company	9-833-7500
Water Company	9-673-6600
Telephone Company	9-392-9900
Hazardous Material: Chemtrec	9-483-7616 or 1(800) 424-9300

ORGANIZATION AND COORDINATION DUTIES

In order to fulfill the requirements of this plan, the following staff will coordinate and provide assistance in emergency situations:

Building Occupant Protection Officer: The Director of Administration is designated as the Building Occupant Protection Officer and has the responsibility for the implementation and operation of this plan.

Deputy Occupant Protection Officers: The Safety Officer, the Security Officer, and an official of each organization within the Franklin Court Building will serve as Deputy Occupant Protection Officers to exercise responsibility for their staffs and coordinate with the Building Occupant Protection Officer. The Deputy Occupant Protection Officers **will also:**

1. Notify appropriate parties of the nature of the situation and recommend courses of remedial action.
2. Maintain liaison with such organizations as: General Services Administration, Building Manager, police department, Secret Service, and the Federal Bureau of Investigation, as appropriate.
3. Designate additional staff members to supplement the Emergency Coordinators as necessary and assure their familiarity with this plan and its provisions.
4. Coordinate the guidelines with the Building Manager and other tenants
5. Exercise responsibility for the orderly evacuation of employees from the facility.
6. Conduct or direct periodic inspections of the facility to identify and remedy physical and safety deficiencies.
7. Verify that alarms are operative and can be heard in all areas of the facility.
8. Ensure that the information in this plan is disseminated to their employees.

Emergency Coordinators: (employees who will assist the Deputy Occupant Protection Officer in the planning for their respective floors/areas)

1. Each floor shall have a minimum of three (3) Emergency Coordinators to provide emergency evacuation and first aid services to employees on their respective floors.
2. One of the Emergency Coordinators will be designated as the Lead Emergency Coordinator and shall be responsible for coordinating the activities of the floor.
3. Emergency Coordinators should seek or have first aid training and/or emergency training in administering cardiopulmonary resuscitation. In cases of an emergency, the Emergency Coordinator will administer the above services until professional medical assistance can be obtained.

4. During fire drills and in cases of emergency evacuation, Emergency Coordinators will assure that personnel vacate the floor through the prescribed evacuation route.
5. A list of employees who have requested assistance during an evacuation will be maintained by each Emergency Coordinator for his/her floor. Emergency Coordinators should assign a sufficient number of employees to assist such individuals so that evacuation is orderly and smooth or notify emergency workers of the location of an individual who requires professional evacuation assistance. Provisions should be made to transport such individuals through evacuation routes after the majority of the building has been evacuated. In non-fire situations, the elevators will be operative.
6. Further, each Emergency Coordinator should:
 - a. Inspect his/her respective floors periodically for potential hazards and report any poor housekeeping if such appears to create a fire hazard.
 - b. Know the location of fire alarm stations and closest evacuation route.
 - c. Be prepared to assist in extinguishing small wastebasket-size fires.
 - d. Periodically inspect first aid supplies.

MEDICAL/FIRST AID EMERGENCY

In the event an employee becomes injured or ill at work, it is incumbent upon any employee to follow the guidance below:

1. Render assistance, if possible.
2. Immediately contact your Health Unit, relay the information, and meet the nurse at the location of the employee. Assist nurse as directed.
3. Contact your Emergency Coordinator. Many are furnished with the first aid kits, and may be trained in first aid and/or CPR.
4. If necessary, in potentially serious situations, contact the rescue squad by dialing 9-911.

During an emergency evacuation, the Health Unit nurse will report to the Franklin Park assembly area with emergency first aid supplies.

FIRE CONTROL

A. What to do in case of a fire:

- 1 If a fire is deemed serious, the building fire alarm system should be activated immediately. This system is comprised of manual fire alarm boxes on each floor. An alarm is activated by pulling the ring down hard enough to break past the plastic retaining pin. It will bring the Building Manager to the scene of the fire, alert appropriate fire control organizations and notify the occupants to evacuate.
- 2 Employees discovering a fire should pull the fire alarm.

PROCEDURES FOR REPORTING A BOMB THREAT

The recipient of a bomb threat should stay calm, keep the callers on the line, and try to obtain the following information:

DATE _____ TIME of call _____

CALL RECEIVED BY _____

Keep Caller on Phone - Ask:

WHEN is it set for? _____

WHERE is it? _____

WHAT kind of bomb? _____

WHY are you doing this? _____

WHO are you? _____

VOICE ON THE PHONE

Man _____ Woman _____ Child Age _____ Intoxicated

Speech Impediment _____ Accent _____ Other _____

BACKGROUND NOISE

Music _____ Children _____ Airplane _____ Talk _____

Typing _____ Machines _____ Other _____

Immediately report this information to the NLRB Security Officer on 273-1990 or the Building Occupant Protection Officer on 273-3890 who will:

Notify the local police department on 9-911 to inform of the threat.

2. Notify the Building Manager of same, on 9-682-0145 and other building tenants.
3. Request all Emergency Coordinators and supervisors to report any strange objects.
4. Decide whether or not to evacuate facility.

(The Building Occupant Protection Officer may commence evacuation by notifying the Building Manager).

5. If any suspicious packages or objects are found, **DO NOT DISTURB THEM**: report to responsible officials and police as you leave the location.

NOTE: If evacuation is necessary during business hours, be sure employees move to the assembly area in Franklin Park. If it is after normal business hours, there will be no assembly at Franklin Park.

PHYSICAL SECURITY THREATS FROM OTHER SOURCES

It is possible that notification of bomb threats or other physical security threats may be relayed to staff by the Emergency Alert System, newspapers, radio stations, police departments, TV stations, FBI, or other sources. The person who receives the message from any of these sources should immediately notify their Deputy Occupant Protection Officer or the Building Occupant Protection Officer. These individuals will immediately evaluate the situation and prescribe the necessary protective measures.

Employees are responsible for informing their supervisors, other management officials, or Agency Security of any acts of violence, threats, or actions that could lead to violence in the workplace. Bargaining unit employees may also wish to notify their union representative at any time during the process. Reporting such incidents shall not be the basis for any retaliation or adverse action. Supervisors and managers who receive such reports shall seek advice from the Security Branch regarding investigating the incident and initiating appropriate action. Supervisors and managers shall inform Security of any developments that may lead to a violent act in the workplace.

criminal prosecution if the perpetrator of violent conduct or threatening conduct has potentially violated Federal, state or local criminal laws.

CIVIL DISTURBANCE

In the event there is a civil disturbance (such as a demonstration or something similar) in or near the building or in areas of the city where employees commute, refer the matter to your Deputy Occupant Protection Officer or the Building Occupant Protection Officer, who will:

1. Contact the local police department and building security officer if the disturbance or demonstration is either in or near the building.
2. Notify all employees of areas to avoid when arriving or departing the building.

THEFTS AND ASSAULTS

All thefts and assaults should be reported to:

Agency Security Officer	273-1990
Federal Protective Service	9-708-1111
Police	9-911
Building Manager	9-682-0145

The Agency Security Officer should obtain record copies of associated reports, if available.

OTHER EMERGENCIES

In the event of an emergency, other than those listed in this plan (such as flood, loss of power, explosions, etc.), immediate notification should be given to your Safety Officer on 273-4040, the Building Occupant Protection Officer on 273-3890 or the Building Manager on 9-682-0145. In addition, the Office of Personnel Management (OPM) will provide the following announcement to the media when a DC-area-wide disruption occurs after the workday begins (e.g., a snowstorm).

Announcement	What Announcement Means
"Federal agencies in the Washington, DC, area are operating under an EARLY DISMISSAL policy. Employees should be dismissed by their agencies ## hours earlier than their normal departure time from	Employees should be dismissed by their agencies relative to their normal departure times from work. For example, if a 3-hour "early dismissal" policy is announced, workers who normally leave their offices at 4:00 p.m. should leave at 1:00 p.m. Employees who must leave

work."	work earlier than their official dismissal time will be charged annual leave or leave without pay from the time of their departure through the remainder of their scheduled workday. Employees on pre-approved leave should be charged leave for the entire day. Emergency employees are expected to remain at work.
--------	--

CIVIL DEFENSE EMERGENCY

The Federal Communications Commission has established a system for alerting the public to an emergency through an Emergency Alert System. Such information may be provided through certain radio, local television, and cable/dish stations. Specific guidance regarding the actions to be followed will be directed by your local state emergency agency. In the event of a civil defense emergency, NLRB staffs should follow the instructions broadcasted by their local authority.

DIRECTORY OF EMERGENCY COORDINATORS

<u>ROOM</u>	<u>NAME</u>	<u>TELEPHONE NO.</u>
Concourse	Charles Hudgins	273-4242
2101	Daniel Garcia	273-7950
2101	Stacey T. Alley	273-4099
6306	Bob Gates	273-0680
6304	Beatrice Pacheco	273-3897
6816	Alan Hansen	273-3881
6804	Vicki Wrenn	273-3986
6704	Linda Mack	273-3971
6109	Warren Gorham	273-4218
6109	Robert Rice	273-4217
7108	Margaret Stewart	273-3882
7818	Kenneth E. Green	273-4229
7824	Daniel Dalio	273-4185
7410	Michael Campbell	273-3949
7500	Leroy Jerry Jr.	273-3961
7564	Cheryl Robinson	273-3930
7701	Bill Snuggs	273-3916
7616	Brenda Adams-Arnett	273-2834
7614	Albert Hymes, Jr.	273-2835

8000	Ronald Richardson	273-3727
8004	Kenneth Nero	273-3720
8514	Barbara Blackwell	273-3856
8761	David Seddelmeyer	273-3780
8806	Claude Francke	273-3791
8825	Shela Poke	273-3762

9350	Annette Lewis	273-1990
9107	Bonita Newman	273-2840

DIRECTORY OF EMERGENCY COORDINATORS (Continued)

<u>ROOM</u>	<u>NAME</u>	<u>TELEPHONE NO.</u>
9604	Radine Legum	273-1918
9814	Alan Ricca	273-1762
9820	Judith Richter	273-1960
9828	David Berry	273-1964
10403	Donquilla Nelson	273-3800
10516	John Mantz	273-3827
10522	Wilbur Friedman	273-3836
10800	Sylvia Bostick-Moton	273-2954
10600	Dollie Wilson	273-3843
10700	Catherine Quick	273-3734
10100	Ernestine Contee	273-3701
10209	Cassandra Saunders	273-7592
10317	Hugo Voogd	273-0057
11816	Rosetta Moton	273-2912
11800	Katherine Lesesne	273-2910
11200	Mildred Corthon	273-1738
11300	Diane Byrd	273-1071
11613	Burnetta Hight	273-1739
11100	Mary Meyers	273-1770
11400	Eileen Steffanick	273-1790
11500	Patricia Holt	273-1705
11700	Cynthia Tumer	273-1980

JUDGES EMERGENCY COORDINATORS

<u>ROOM</u>	<u>NAME</u>	<u>TELEPHONE NO.</u>
5410	Anna-Marie Wehausen	501-8583
5400D	Melissa Lambert	501-8652
5400E	Rechona Jenkins	501-8650

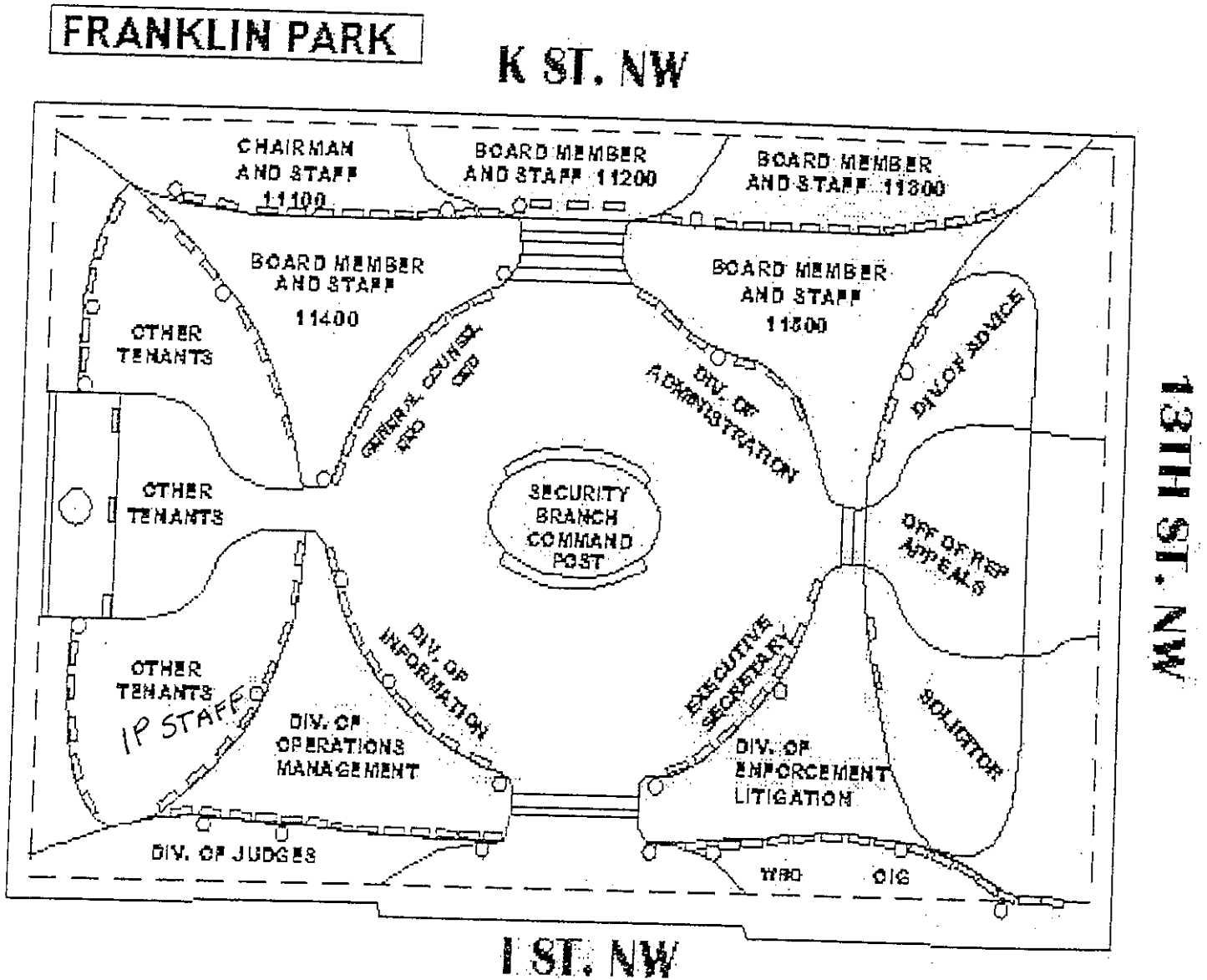
RESIDENT OFFICE EMERGENCY COORDINATOR

<u>ROOM</u>	<u>NAME</u>	<u>TELEPHONE NO.</u>
5530	Mark B. Kalaris	208-3076

FRANKLIN COURT IP EMERGENCY COORDINATORS

5500W	Patricia Lucas	273-4746
5500W	Larry Bryant	273-4743

Franklin Park Map



NATIONAL LABOR RELATIONS BOARD
WASHINGTON, DC

ADMINISTRATIVE BULLETIN

AB 01-09

To: All Headquarters Employees

Date: January 29, 2001

Subject: Emergency Evacuation Route Plans and Emergency Coordinator Roster

In order to ensure the safety and health of NLRB employees during an emergency evacuation, the Agency has posted evacuation route plans in the elevator lobbies of 1099 14th Street, NW. Employees are urged to review the evacuation route plans and become familiar with the exit routes.

An employee with a permanent or temporary disability is urged to inform his or her supervisor and Rachel Bissessar in the Safety Office at (202) 273-4130, so that arrangements may be made for assistance.

Attached is a list of Emergency Coordinators, who can assist you in emergencies, such as fires, bomb threats and civil disturbances. A majority of the coordinators have received training in first aid and cardiopulmonary resuscitation (CPR). Additionally, the emergency coordinators are available to assist disabled building occupants during an evacuation, if aware of their needs. Attached also is a description of the alarm system.

If you have any questions concerning the emergency procedures for this building, please contact the Safety staff at (202) 273-4040.


for Gloria Joseph
Director of Administration

Attachments:

List of Emergency Coordinators
Description of Alarm System

DESCRIPTION OF FIRE ALARM SYSTEM

The building fire alarm system is considered state-of-the-art and may be activated automatically or manually by pulling one of the fire alarms at stations located throughout the building. The fire alarm boxes are in the traditional red color and will initiate certain fire alarm/control actions. The system is comprised of: horns, pre-recorded voice messages, and visual alarms, in the form of flashing strobe lights, which will be heard/seen throughout most of the occupied space of the building, the public areas, the 1st floor and on the concourse level.

It should be noted that the system allows for a staged evacuation of the building. If a fire alarm is activated on the 5th floor, voice, strobe lights, and horns will be activated on the 6th, 5th, 4th, 1st and Concourse floors. Horns and voice messages will be heard in all stairwells. Further, strobe lights will be activated in all areas to alert occupants that an alarm is in progress. It should be noted that only building occupants in the alarmed areas, hearing a voice message, and seeing the flashing strobe lights should evacuate. Those seeing only the strobes should initiate action in preparation for a departure or, begin to evacuate if a disability would deter their prompt evacuation. In the event of a severe emergency, where smoke or flames are spreading, additional alarms will be automatically initiated in adjacent affected areas to signal those occupants to evacuate. Again, only the occupants hearing the voice message are to evacuate. In addition, the building contains a sophisticated ventilation system, which exhausts the air (smoke) from the alarmed areas, ensures that fumes are removed from the stairwells and exit routes and prevents additional smoke from seeping onto the floors.

Employees with disabilities and other conditions, which would impede their prompt departure from the facility, may report to one of the north stairwells. At these locations, emergency coordinators will be available to offer assistance, including carrying the employee down the stairs using a special emergency evacuation chair. Employees who may require such assistance should contact an emergency coordinating staff member to pre-arrange evacuation procedures to accommodate their needs. However, disabled employees may also remain in the north stairwells and have a co-worker report their location to the guard's desk for evacuation by emergency workers.

It is most important to stress that if you hear the voice, please evacuate the building immediately by way of the closest stairwell exit. Never attempt to exit by way of the elevators, or wait for an elevator, as they will be automatically recalled to the lower floor of the facility. Each exit in the building is readily accessible by following the posted directional signs. Employees should familiarize themselves with the configuration of the building and the location of the stairwells and exits. To ensure the safety of all individuals, and to avoid impeding egress and emergency response, employees should move 300 feet from the building.

Further, one should never delay his/her evacuation or that of their co-workers by attempting to verify the necessity for vacating the building. Employees should not call the building management or other staff members in their organization for directions during a fire alarm. This merely ties up telephone lines and may prevent the receipt of calls related to the emergency. Do not assume that the alarm is a test. Alarm tests are announced in advance and each alarm situation, whether a genuine fire, a planned drill, or accidental alarm sounding is a mandate to depart the facility.

Updated 9/19/01

HEADQUARTERS EMERGENCY COORDINATORS

<u>ROOM</u>	<u>NAME</u>	<u>TELEPHONE NO.</u>
Concourse	Charles Hudgins	273-4242
6806	Personnel Vacant	273-????
6109	Warren Gorham	273-4218
6109	Robert Rice	273-4217
7100	Margaret Stewart	273-3890
7818	Kenneth E. Green	273-4229
7828	Karl Rohrbaugh	273-4230
7552	Michael Campbell	273-3949
7500	Lula Peterson	273-4001
7564	Cheryl Robinson	273-3930
7701	Bill Snuggs	273-3916
7302	Brenda Arnett-Adams	273-2834
8000	Ronald Richardson	273-3727
8004	Kenneth Nero	273-3720
8514	Barbara Blackwell	273-3860
8824	David Seddelmeyer	273-3771
8806	Claude Francke	273-3791
8820	Shela Poke	273-3756
9703	Mable Garnet-Lewis	273-3918
9201	Bonita Newman	273-2840
9604	Radine Legum	273-1918
9814	Alan Ricca	273-1762
9820	Judith Richter	273-1960
9830	Joseph Young	273-1965

HEADQUARTERS EMERGENCY COORDINATORS

<u>ROOM</u>	<u>NAME</u>	<u>TELEPHONE NO.</u>
10403	Donquilla Nelson	273-3800
10516	John Mantz	273-3827
10522	Wilbur Friedman	273-3836
10600	Dollie Wilson	273-3843
10700	Catherine Quick	273-3734
10100	Ernestine R. Contee	273-3702
11816	Rosetta Moton	273-2912
11800	Katherine Lesesne	273-2910
11200	Mildred Corthon	273-1738
11300	Diane Byrd	273-1700
11600	Ruth Nixon	273-1094
11400	Eileen Steffanick	273-1790
11100	Mary Myers	273-1770
11500	Patricia Holt	273-1705
11700	Cynthia Turner	273-1980

JUDGES EMERGENCY COORDINATORS

<u>ROOM</u>	<u>NAME</u>	<u>TELEPHONE NO.</u>
5410	Anna-Marie Wehausen	501-8583
5400D	Melissa Lambert	501-8651

RESIDENT OFFICE EMERGENCY COORDINATOR

<u>ROOM</u>	<u>NAME</u>	<u>TELEPHONE NO.</u>
5530	Karin V. Gearhard	208-3000

OCCUPANT PROTECTION PLAN

FOR

TENANTS

OF

1099 14TH STREET N. W.

WASHINGTON, DC 20570

August 1999

TABLE OF CONTENTS

	PAGE NO.
I. Emergency Telephone Numbers	2
II. Introduction	3
III. General	4
IV. Organization and Coordinating Duties	5
a. Occupant Protection Officers	5
b. Emergency Coordinators	6
V. Medical/First Aid Emergency	7
a. First Aid Basics	8
VI. Fire	
a. Fire Control - What to do in case of fire	9
b. Fire Alarms and Building Evacuation	10
c. Fire Prevention Rules	11
d. Description of Fire Alarm System	12
VII. Bomb Threat	13
VIII. Threats From Other Sources	15
IX. Civil Disturbance	16
X. Theft and Personal Attacks	17
XI. Other Emergencies	18
XII. Building Information Sheet	19
XIII. Occupant Emergency Organization and Tenants	21

EMERGENCY TELEPHONE NUMBERS

<u>NAME</u>	<u>NUMBER</u>
BOMB THREATS	
- AGENCY OFFICIAL	_____
- AGENCY SECURITY OFFICER	_____
- BUILDING OCCUPANT PROTECTION OFFICER	(202) 273-3890
- OCCUPANT PROTECTION OFFICER	_____
- BUILDING MANAGER	(202) 682-0145
FIRE (Pull nearest building fire alarm box)	
- CALL FIRE DEPARTMENT	9-911
- OCCUPANT PROTECTION OFFICER	(202) 273-3890
- EMERGENCY COORDINATOR	_____
FIRST AID	
- AMBULANCE	9-911
- HEALTH UNIT	(202) 273-1760
- CPR COORDINATOR	_____
BUILDING MANAGER	(202) 682-0145
AGENCY SECURITY OFFICER	_____
SAFETY OFFICER	_____
THEFTS	_____
GUARD STATION	(202) 682-0145
POLICE	9-911
FEDERAL PROTECTIVE SERVICE	(202) 708-1111
UTILITIES: GAS	(202) 750-1000
ELECTRIC	(202) 833-7500
WATER	(202) 673-6600
TELEPHONE	(202) 392-9900
HAZARDOUS MATERIALS: CHEMTREC 1-800-424-9300	(202) 483-7616

INTRODUCTION

This document has been developed by the National Labor Relations Board, in conjunction with the tenants and Building Manager of the Franklin Court Building, to provide uniform guidance to all tenants of 1099 14th Street in protecting their human and material resources.

GENERAL

41 CFR 101-20.103-4 requires the establishment of an Occupant Protection Plan and an emergency organization in every building under GSA management or lease. Emergency Evacuation, Fire Control, First Aid, and Civil Defense Services must be developed in order to protect employees and other tenants in case of bomb, threat, fire, or other emergency situation. All employees are urged to cooperate in order to continue orderly office operations; to minimize accident possibilities; to prevent or control fires; to volunteer assistance which may be required during an emergency situation; and to quickly report any type of emergency situation to their immediate supervisor. This plan may be supplemented with Agency Crisis Management Programs or other internal procedures.

ORGANIZATION AND COORDINATION DUTIES

In order to fulfill the requirements of this plan, the following staff will coordinate and provide assistance in emergency situation:

BUILDING OCCUPANT PROTECTION OFFICER: (The organization with the largest employee population shall designate the Building Occupant Protection Officer, who will provide overall responsibility for this plan)

AGENCY OCCUPANT PROTECTION OFFICER DUTIES: (An official of each organization, who will exercise responsibility for their organization and coordinate with the Building Occupant Protection Officer), and:

1. Notify appropriate parties of the nature of situations and recommend courses of remedial action.
2. Liaison with such organizations as: General Services Administration, Building owner, Police Department, Secret Service, and the FBI as appropriate.
3. Designate additional staff members to comprise the Emergency Coordinating Staff and assure their familiarity with this plan and its provisions.
4. Coordinate the guidelines with the building manager and other tenants.
5. Exercise responsibility for the orderly evacuation of employees from the Facility.
6. Conduct or direct periodic inspections of the facility to identify and remedy physical and safety deficiencies.
7. Verify that alarms are operative and can be heard in all areas of the Facility.
8. Ensure that the information in this plan is disseminated to all employees and all tenants of 1099 14th Street, N.W..

EMERGENCY COORDINATORS: (employees who will assist their Agency Occupant Protection Officer in the planning for their respective floors/areas)

1. Each floor shall have a minimum of three (3) Emergency Coordinators to provide emergency evacuation and first aid services to employees on their respective floors.
2. One of the Emergency Coordinators shall be responsible for coordinating the activities of the floor.
3. Emergency Coordinators should seek or have First Aid training and/or emergency training in administering Cardiopulmonary Resuscitation. In cases of emergency, the Coordinators will administer the above services until professional medical assistance can be obtained.
4. During fire drills and in cases of emergency evacuation, Emergency coordinators will assure that personnel vacate the floor through the prescribed evacuation route
5. A list of handicapped individuals will be maintained by each Emergency Coordinator for his/her floor. Emergency Coordinators should assign a sufficient number of employees to assist handicapped individuals so that evacuation is orderly and smooth. Provisions should be made to transport handicapped staff through evacuation routes after the majority of the building has been evacuated. In non-fire situations, the elevators should be operated manually to evacuate the handicapped.
6. Further, each Emergency Coordinator should:
 - a. Inspect his/her respective floors periodically for potential hazards and report any poor housekeeping if such appears to create a fire hazard.
 - b. Know the location of fire alarm stations.
 - c. Be prepared to assist in extinguishing small wastebasket-type fires.

MEDICAL/FIRST AID EMERGENCY

In the event an employee becomes injured or ill at work, it is incumbent upon that employee, or someone on the individual's behalf to seek medical attention.

During regular working hours:

1. Render assistance, if possible.
2. Immediately contact your Health Unit, relay the information, and meet the Nurse at the location of the employee. Assist Nurse as directed.
3. Contact your Emergency Coordinator. Many are furnished with the first aid kits, and may be trained in first aid and/or CPR.
4. If necessary, in potentially serious situations, contact the rescue squad.

The Agency Occupant Protection Officer will work with Emergency Coordinators, Nurse in charge of the Health Unit, and officials of the Public Health Service, to arrange for services and procedures regarding First Aid emergencies. When the building is evacuated, Emergency Coordinators will be available to render assistance.

FIRST AID BASICS

1. Don't move the injured.
2. Stop Choking
 - Heimlick Method
3. Start Breathing
 - CPR
4. Prevent Shock
 - Elevate Feet
 - Keep Warm
5. Stop Bleeding
 - Bandage
 - Pressure
6. Get Help From:
 - Health Unit
 - Rescue Squad
 - Emergency Coordinator

FIRE CONTROL - WHAT TO DO IN CASE OF FIRE

1. If a fire is deemed serious, the Building Fire Alarm System should be activated immediately. This system is comprised of manual fire alarm boxes on each floor. An alarm is activate by pulling the ring down hard enough to break past the plastic retaining pin. It will bring the Building Manager to the scene of the fire, alert appropriate Fire Control Organizations and notify the occupants to evacuate.
2. An employee discovering a small fire should notify their supervisors.
3. Supervisors should notify their Agency Occupant Protection Officer and report the specific location of the fire (as indicated above, small fires may be extinguishable by occupants).

FIRE ALARMS AND BUILDING EVACUATION

When you hear the fire alarm:

1. Proceed rapidly to nearest stairway via posted exit route to the first floor . Walk do not run. Keep calm.
2. Do not use the elevators. Emergency Coordinators will assist the physically handicapped in the evacuation process.
3. Leave the building quickly, keep the exits clear. When out of the building, move at least 300 feet from the entrance to allow emergency equipment and personnel to respond.
4. Return to the building when so directed by responsible official(s).

NOTE: *FOLLOW ANY OTHER EVACUATION PROCEDURE. (e.g. Handicapped)

FIRE PREVENTION RULES

The list below is intended as a guide to lessen or eliminate the danger of fire from mechanical or structural malfunction, or from error.

1. Maintain good housekeeping in all areas of the building.
2. Bring to the attention of an Emergency Coordinator any apparent or potential fire or safety hazard in the building.

DESCRIPTION OF FIRE ALARM SYSTEM

The building fire alarm system is considered state-of-the-art and may be activated automatically or manually by pulling on the fire alarms at stations located throughout the building. The fire alarm boxes are in the traditional red color and will initiate certain fire alarm/control actions. Specifically, horns, pre-recorded voice messages and visual alarms, in the form of flashing strobe lights will be heard/seen in the public areas on the 1st floor and concourse level. As an example, if a fire alarm is activated on the 5th, floor, voice, strobe lights, and horns will be activated on the 6th, 5th, 4th, 1st, and concourse floors. Horns and voice messages will be heard in all stairwells. It should be noted that only building occupants in the alarmed areas, hearing a voice message, and/or seeing the flashing strobe lights, should evacuate. In the event that smoke or flames are spreading, additional alarms will be automatically initiated in the affected areas to signal those occupants to evacuate. Again, only the occupants hearing the voice message are to evacuate. In addition, the building contains a sophisticated ventilation system, backed by a standby generator, which exhausts the air (smoke) from the alarmed areas and ensures that fumes do not enter the stairwells and exit routes.

Employees with disabilities and other conditions which would impede their departure from the facility, may report to one of the north stairwells. At these locations, emergency coordinators will be available to offer assistance, including carrying the employee down the stairs using a special emergency evacuation chair. Employees who may require such assistance should contact their EMERGENCY COORDINATING STAFF to pre-arrange evacuation procedures to accommodate their needs. It is most important to stress that if you hear the voice message or see the flashing strobe lights, please evacuate the building immediately by way of the closest stairwell exit. Never attempt to exit by way of the elevators, or wait for an elevator, as they will be automatically recalled to the lower floor of the facility. Each exit in the building is readily accessible by following the posted directional signs. Employees should familiarize themselves with the configuration of the building and the location of the stairwells and exits.

Further, one should never delay his/her evacuation or that of their co-workers by attempting to verify the necessity for vacating the building. Employees should not call either the building management other staff member in their organization for directions during a fire alarm. This merely ties up telephone lines and may prevent the receipt of calls related to the emergency. Do not assume that the alarm is a test. Alarm tests are announced in advance and each alarm situation, whether a genuine fire, a planned drill, or accidental alarm sounding, is a mandate to depart the facility.

PROCEDURES FOR BOMB THREAT

The recipient of a bomb threat should stay calm, keep the callers on the line, and try to obtain the following information

BOMB THREAT CALL CHECKLIST

DATE _____ TIME of call _____

Call Received By _____

Keep Caller on Phone - Ask:

WHEN is it set for? _____

WHERE is it? _____

WHAT Kind of bomb? _____

WHY are you doing this? _____

WHO are you? _____

VOICE ON THE PHONE

_____ Man _____ Woman _____ Child Age _____

_____ Intoxicated _____ Speech Impediment _____

_____ Accent _____ Other _____

BACKGROUND NOISE

Music _____ Children _____ Airplane _____ Talk _____

_____ Typing _____ Machines _____ Other _____

This information must immediately be reported to your Agency Occupant Protection Officer and the Building Occupant Protection Officer on 273-3890 who will:

1. Notify the local Police Department on 9-911 to inform of the threat.
2. Notify the building manager of same, on (202)682-0145 and other building tenants.
3. Request all emergency coordinators and supervisors to report any strange objects.
4. Decide whether or not to evacuate facility.

(The Building Occupant Protection Officer may commence evacuation by notifying the Building Manager).

5. If any suspicious packages or objects are found, DO NOT DISTURB: report to responsible officials and police as you leave the location.

NOTE: If evacuation is necessary, be sure employees move
at least 600 feet from the building and do not return
until directed by the Emergency Coordinating Staff.

THREATS FROM OTHER SOURCES

It is possible that notification of bomb threats or related acts may be relayed to different Agency Offices by newspapers, radio stations, police departments, TV stations FBI, or other sources. The person who receives the message from any of these sources should immediately notify the Agency Occupant Protection Officer and the Building Occupant Protection Officer. These individuals will immediately evaluate the situation prescribe the necessary protective measures.

CIVIL DISTURBANCE

In the event there is a Civil Disturbance in or near the building or in areas of the city where employees commute, refer the matter to the Agency Occupant Protection Officer and the Building Occupant Protection Officer who will:

1. Contact the local police department and building guard if the disturbance is either in or near the building.
2. Notify all employees of areas to avoid when departing the building.

THEFT AND PERSONAL ATTACKS

All thefts and personal attacks should be reported to:

Agency Security Officer
Federal Protective Services
Police
Building Manager

Agency Security Officers should obtain record copies of associated reports, if available.

OTHER EMERGENCIES

In the event of an emergency, other than those listed in this plan (such as flood, loss of power, explosions, etc.), immediate notification should be given to the Agency Occupant Protection Officer and the Building Occupant Protection Officer on (202) 273-3890 and the Building Manager on (202) 682-0145.

BUILDING INFORMATION SHEET____(Obtain data from Buildings Manager of Lessor)

Building Name: Franklin Court

Building Number: DC0404ZZ

Address: 1099 14 th Street N.W. Washington, DC

Year Building Completed: 1993

Number of Floors: 12

Mezzanine(s): 1

Basements: 3 Parking levels

Gross Floor Area: 42.000 square feet

Net Assignable Floor Area: 35.000 square feet

Government Occupied Floors: 2 - 11

Type of Building Construction: Reinforced Concrete

Emergency Systems Control Center Descriptions: Automatic Fire Alarm

Is It Manned: Yes

Fire Alarm System and Signals: Horns, tone, voice, strobes

Automatic Sprinkler: Yes

Voice Communications: Yes

Elevator capture and recall: Auto recall to lobby

Smoke detection: Sensors, ventilation, standby generator

Smoke control: Exhaust air and pressurize stairwells

Other fire protection systems, such as heat detection, fire pumps, fire hose standpipe system (for fire department use only), emergency generator:

Horns, pre-recorded voice messages, visual alarms

Emergency lighting: Yes, generators provide power to all exit lighting and approximately 10% of tenant lighting

Security alarm: Yes, Kastle access and TV cameras

Power generators: Yes, two caterpillar generators, West tower 415 - East 315 KW

Main/Auxiliary water valves: Yes

Main/Auxiliary gas valves: N/A

Required authorization for access, approvals (off premises or within building, if multi-tenant occupancy): Yes

OCCUPANT EMERGENCY ORGANIZATION FOR THIS FACILITY:

Name of Facility: Franklin Court Building

Address: 1099 14th Street N. W.
Washington, D. C. 20570

Building Manager: Sheryl Grau

Command Center: Lobby Guard Station

Telephone (202) 682-0145

Building Occupant Protection Officer NLRB Director of Administration

Name of Incumbent: Gloria J. Joseph

Telephone: (202) 273-3890

NOTE: All names and telephone numbers in this section should be updated as necessary.

Organization: National Labor Relation Board

FLOOR: 11

Emergency Coordinator: **Mary Ann Sawyer**, Confidential Asst. to Chairman
Room Number: 11100
Telephone: 273-1796
Special Skills: First Aid & CPR

Emergency Coordinator: **Diane Byrd**, Confidential Asst. to Bd. Mbr. Fox
Room Number: 11300
Telephone: 273-1071
Special Skills: First Aid & CPR

Emergency Coordinator: **Mildred Corthon**, Confidential Asst. to Bd. Mbr. Liebman
Room Number: 11200
Telephone: 273-1738
Special Skills: First Aid & CPR

Emergency Coordinator: **Mary Meyers**, Confidential Asst. to Bd. Mbr. Hurtgen
Room Number: 11400
Telephone: 273-1767
Special Skills: First Aid & CPR

Emergency Coordinator: **Patricia Holt**, Confidential Asst. to Bd. Mbr. Brame III
Room Number: 11500
Telephone: 273-1705
Special Skills: First Aid & CPR

Emergency Coordinator: **Ruth Nixon**, Legal Clerk
Room Number: 11600
Telephone: 273-1946
Special Skills: First Aid & CPR

FLOOR 11 NLRB Continued

Handicapped Emergency Coordinator: **Rosetta Moton**, Office of the Solicitor
Room Number: 11810
Telephone: 273-2912
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Katherine Lessene**, Office of the Solicitor
Room Number: 11800
Telephone: 273-2910
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Cynthia Turner**, Rep. Appeals
Room Number: 11700
Telephone: 273-1980
Special Skills: First Aid & CPR

FLOOR: 10

Organization: National Labor Relations Board

Emergency Coordinator:
Room Number: 10207
Telephone: 273-
Special Skills: First Aid & CPR

Emergency Coordinator: **Georgia Kalaris**, Confidential Staff Assistant
Room Number: 10100
Telephone: 273-3701
Special Skills: First Aid & CPR

Emergency Coordinator: **Wilbur Friedman**, Attorney
Room Number: 10522
Telephone: 273-3836
Special Skills: First Aid & CPR

Emergency Coordinator: **Donquilla Nelson**, Staff Assistant
Room Number: 10403
Telephone: 273-3802
Special Skills: First Aid & CPR

Emergency Coordinator: **Catherine Quick**, Support Staff Leader
Room Number: 10700
Telephone: 273-3734
Special Skills: First Aid & CPR

Emergency Coordinator: **John Mantz**, Attorney
Room Number: 10516
Telephone: 273-3827
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Brenda Banks**, Enforcement Lit.
Room Number: 10812
Telephone: 273-2950
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Dollie Wilson**, Division of Advice
Room Number: 10600
Telephone: 273-3843
Special Skills: First Aid & CPR

FLOOR: 9 Organization: National Labor Relations Board

Emergency Coordinator: **Bonita Newman**, Chief, Case Records Section
Room Number: 9107
Telephone: 273-2840
Special Skills: First Aid & CPR

Emergency Coordinator: **Eugene Lott, Jr.** Chief of Security
Room Number: 9354
Telephone: 273-1987
Special Skills: First Aid & CPR

Emergency Coordinator: **Radine Legum**, Attorney
Room Number: 9604
Telephone: 273-1918
Special Skills: First Aid & CPR

Emergency Coordinator: **Joyce Pukas**, Security Asst.
Room Number: 9352
Telephone: 273-1986
Special Skills: First Aid & CPR

Emergency Coordinator: **Joseph Young**, Auditor
Room Number: 9830
Telephone: 273-1965
Special Skills: First Aid & CPR

Emergency Coordinator: **Alan Ricca**, Attorney
Room Number: 9814
Telephone: 273-1762
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Judith Richter**, OIG
Room Number: 9820
Telephone: 273-1960
Special Skills: First Aid & CPR

FLOOR: 8 Organization: National Labor Relations Board

Emergency Coordinator: **Kenneth Nero**, Chief, Library Branch
Room Number: 8004
Telephone: 273-3720
Special Skills: First Aid & CPR

Emergency Coordinator: **David Seddelmeyer**, Attorney
Room Number: 8824
Telephone: 273-3771
Special Skills: First Aid & CPR

Emergency Coordinator: **Barbara Blackwell**, Chief of Lit. Section
Room Number: 8514
Telephone: 273-3860
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Charles Genus**, Law Clerk
Room Number: 8514
Telephone: 273-3864
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Marjorie Johnson**, Staff Assistant
Room Number: 8825
Telephone: 273-3762
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Claude Francke**, Attorney
Room Number: 8806
Telephone: 273-3791
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Ronald Richardson**, Library Technician
Room Number: 8000
Telephone: 273-3727
Special Skills: First Aid & CPR

FLOOR: 7 Organization: National Labor Relations Board

Emergency Coordinator: **Karl Rohrbaugh**, Chief, Finance Branch
Room Number: 7828
Telephone: 273-4230
Special Skills: First Aid & CPR

Emergency Coordinator: **Kenneth E. Green**, Asst. Chief Fiscal Operations
Room Number: 7818
Telephone: 273-4229
Special Skills: First Aid & CPR

Emergency Coordinator: **James Thompson**, Deputy, CIO of ITB
Room Number: 7204
Telephone: 273-4030
Special Skills: First Aid & CPR

Emergency Coordinator: **Harding Darden**, Chief Budget Branch
Room Number: 7701
Telephone: 273-3970
Special Skills: First Aid & CPR

Emergency Coordinator: **Michael Campbell**, Chief, Printing, Mail, & Transport. Unit
Room Number: 7552
Telephone: 273-3949
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Brenda Adams-Arnett**, LRMB
Room Number: 7616
Telephone: 273-2834
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Albert Hymes**, LRMB
Room Number: 7614
Telephone: 273-2835
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Margaret Stewart**, Secretary, D of A
Room Number: 7108
Telephone: 273-3890
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Michael Doctor**, ITB
Room Number: 7302
Telephone: 273-4031
Special Skills: First Aid & CPR

FLOOR: 6 Organization: National Labor Relations Board

Emergency Coordinator: **Ellen Bailey**, Employee Relations Specialist
Room Number: 6808
Telephone: 273-3934
Special Skills: First Aid & CPR

Emergency Coordinator: **Robert Rice**, Inventory Management Specialist
Room Number: 6109
Telephone: 273-4217
Special Skills: First Aid & CPR

Emergency Coordinator: **Betty Ferrario-Deutsch**, Employee Relations Specialist
Room Number: 6206
Telephone: 273-3933
Special Skills: First Aid & CPR

Emergency Coordinator: **Mable Garnett-Lewis**, Secretary
Room Number: 6300
Telephone: 273-3913
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Kristy April**, Personnel Management Specialist
Room Number: 6806
Telephone: 273-3988
Special Skills: First Aid & CPR

Handicapped Emergency Coordinator: **Warren Gorham**, Inventory Mgmt. Specialist
Room Number: 6109
Telephone: 273-4218
Special Skills: 273-4218

FLOOR: 6 East

Organization: Food Safety and Inspection Service

Emergency Coordinator: Teresa Major

Suite 6900E

Telephone: 202-720-2137

Special Skills:

Emergency Coordinator: Jessee Majkowski

Suite 6900E

Telephone: 202-501-7319

Special Skills:

Emergency Coordinator: Charles Danner

Suite 6900E

Telephone: 202-501-7136

Special Skills:

Emergency Coordinator: Pat Burke

Suite 6900E

Telephone: 202-501-7633

Special Skills:

Emergency Coordinator: Dan Englejohn

Suite 6900 E

Telephone: 202-501-7319

Special Skills:

FLOOR 5 W Organization: USDA/Forest Service, International Forestry

Emergency Coordinator: **Mark Buccowich**
Suite 5500 W
Telephone: 202-501-2632
Special Skills:

Emergency Coordinator: **Gregory Garbinsky**
Suite 5600 W
Telephone: 202-273-4724
Special Skills:

Emergency Coordinator: **Patricia Lucas**
Suite 5500 W
Telephone: 202-273-4746
Special Skills:

FLOOR: 5 East Organization: NLRB Division of Judges

Emergency Coordinator: **Anna-Marie Wehausen**, Staff Assistant
Room Number: 5410
Telephone: 202-501-8583
Special Skills:

Emergency Coordinator: **Debra Brown**, Legal Clerk
Room Number: 5221B
Telephone: 202-501-8657
Special Skills:

Emergency Coordinator: **Melissa Lambert**, Legal Clerk
Room Number: 5400D
Telephone: 202-501-8651
Special Skills:

FLOOR: 5 EAST Organization: Resident Office

Emergency Coordinator: **Gary Muffley**, Resident Officer
Room Number: 5530
Telephone: 202-208-3076
Special Skills:

FLOOR 5 WEST Organization: USDA/Office of Inspector General

Emergency Coordinator: **Edward Howard**

Room Number: 5500

Telephone: 202-219-7400

Special Skills:

Emergency Coordinator: **Richard Ramsby**

Room Number: 5500

Telephone: 202-219-7400

Special Skills:

FLOOR 4 East Organization: US Department of Treasury –Fin Cen

Emergency Coordinator: John Wallace

Room Number: 4600

Telephone: 202-216-2864

Special Skills:

Emergency Coordinator: Mary Martin

Room Number: 4600

Telephone: 202-216-2865

Special Skills:

Emergency Coordinator: Dorothy Lane

Room Number: 4600

Telephone: 202-216-2865

Special Skills:

Organization: US Department of Treasury – IRS

Emergency Coordinator: Charles McFadden

Room Number: 4200

Telephone: 202-694-1821

Special Skills:

Emergency Coordinator: Jim Uphoff

Room Number: 4200

Telephone: 202-694-1828

Special Skills:

Emergency Coordinator: John Piper

Room Number: 4200

Telephone: 202-694-1801

Special Skills:

FLOOR 4 West Organization: US Department Treasury-ITDS

Emergency Coordinator: Adriana Rowland

Room Number: 4200

Telephone: 202-216-2766

Special Skills:

Emergency Coordinator: Lorie Pfieger

Room Number: 4200

Telephone: 202-216-2838

Special Skills:

FLOOR 3 West Organization Environmental Protection Agency

Emergency Coordinator: Mike Perry

Room Number: 350

Telephone: 202-564-3673

Special Skills:

Emergency Coordinator: Carolyn Ellis

Room Number: 350

Telephone: 202-564-6283

Special Skills:

Emergency Coordinator: Susan Biro

Room Number: 350

Telephone: 202-564-6267

FLOOR 3 West Organization: USDA/Food Safety Inspection Service

Emergency Coordinator: Teresa Major

Room Number: 3700

Telephone: 202-720-2137

Special Skills:

Emergency Coordinator: Peggy Nunnery

Room Number: 3700

Telephone: 202-501-7472

Special Skills:

Emergency Coordinator: Larry Skinner

Room Number: 3700

Telephone: 202-501-7550

Special Skills:

Emergency Coordinator: Steve McDermott

Room Number: 3700

Telephone: 202-501-7453

Special Skills:

Emergency Coordinator: Dave Adams

Room Number: 3700

Telephone: 202-501-7385

Special Skills:

FLOOR 3 East Organization: US Army Center for Military History

Emergency Coordinator: Major James Goldberg

Room Number: 300

Telephone: 202-685-2710

Special Skills:

Emergency Coordinator: Cheryl Eddens

Room Number: 320

Telephone: 202-685-2713

Special Skills:

FLOOR 2 West Organization: US Army Center for Military History

Emergency Coordinator: Sgt. Robert Johnson

Room Number: 200

Telephone: 202-685-2707

Special Skills:

Emergency Coordinator: Col. Stephen Wilson

Room Number: 200

Telephone: 202-685-2707

Special Skills:

Emergency Coordinator: BG. John Mountcastle

Room Number: 200

Telephone: 202-685-2707

Special Skills:

FLOOR: 1

Organization: Wall Street Deli

Emergency Coordinator: Mohamed Aomari, Manager

Room Number: Deli

Telephone: 202-789-4133

Special Skills:

Emergency Coordinator:

Room Number:

Telephone:

Special Skills:

Emergency Coordinator:

Room Number:

Telephone:

Special Skills:

Emergency Coordinator:

Room Number:

Telephone:

Special Skills:

Emergency Coordinator:

Room Number:

Telephone:

Special Skills:

Emergency Coordinator:

Room Number:

Telephone:

Special Skills:

Handicapped Emergency Coordinator:

Room Number:

Telephone:

Special Skills:

Handicapped Emergency Coordinator:

Room Number:

Telephone:

Special Skills:

Handicapped Emergency Coordinator:

Room Number:

Telephone:

Special Skills:

PRIVATE TENANTS

LOBBY: Organization **US Armed Forces Recruiting**

Emergency Coordinator: **Debbie Jankowiak**

Suite 400 L

Telephone: 410-962-0866

Special Skills:

LOBBY: Organization **Franklin Valet**

Emergency Coordinator: **Soon Hyun**

Suite 350 L

Telephone: 202-789-4884

Special Skills:

LOBBY: Organization **News & Necessities**

Emergency Coordinator: **Suk Jin Seo**

Suite 300 L

Telephone: 202-789-4066

Special Skills:

LOBBY: Organization **Wall Street Deli**

Emergency Coordinator: **Luis Hevia**

Suite 150 L

Telephone: 202-597-1218 (P)

Special Skills:

Emergency Coordinator: **Mike Graul**

Suite 150 L

Telephone: 202-597-1222

Special Skills:

FLOOR: CONCOURSE Organization **NLRB Warehouse Unit**

Emergency Coordinator: **Charles Hudgins**

Room Number: **C-200**

Telephone: **202-273-4242**

Special Skills:

FLOOR: CONCOURSE Organization **US Army Center for Military History**

Emergency Coordinator: **Major James Goldberg**

Room Number: **C-150**

Telephone: **202-685-2710**

Special Skills:

Emergency Coordinator: **Cheryl Eddens**

Room Number: **C-159**

Telephone: **202-685-2713**

Special Skills: